

POSITION DESCRIPTION

October 28, 2003

I. IDENTIFYING INFORMATION

Position No.: 103501
Class Title: Arts Program Specialist
Department: Accounting and General Services
Division (Office): King Kamehameha Celebration Commission
Branch: N/A
Section: N/A
Geographic Location: Downtown, Oahu

II. INTRODUCTION

The function of the King Kamehameha Celebration Commission is to arrange and coordinate activities to commemorate the memory of King Kamehameha I. The Commission, authorized under Section 8-5, Hawaii Revised Statutes, consists of thirteen members selected by the Governor from various Hawaiian civic organizations and clubs to serve four-year terms.

The primary purpose of the position is to serve at the pleasure of the King Kamehameha Celebration Commission (Commission) by executing the Commission's directives and administrative tasks, coordinating the scheduling of activities and events, handling fiscal aspects of the Commission, pursuing alternate funding sources, and other related duties.

III. MAJOR DUTIES AND RESPONSIBILITIES

- A. Assists the Commission in attaining their objectives by executing their directives and administrative tasks: 30%
1. Carries out administrative details relating to events sponsored by the Commission. Annual activities include six parades, ho'olauleas on all islands, and decoration ceremonies at statues of King Kamehameha I. [1] [2]
 2. Advises and consults with the assigned Commission committees (Parade, Properties, Public Relations, and Ho'olaulea) as to their needs. [1] [2]
 3. Orients and acquaints new members and committees with their responsibilities. [1] [2]

4. Informs the Commission of activities pertaining to the planning and implementation of celebration events. [1] [2]
5. Promotes and provides information to individuals, clubs, organizations, businesses, and other groups concerning celebration practices, protocol, and trends through outreach activities such as speaking engagements, reports, conferences, workshops, or institutes. [1] [2]
6. Prepares agendas and attends all meetings and hearings of the Commission as assigned. [1] [2]
7. Makes recommendations for improving operations and administrative services to the Commission and its committees. [1] [2]
8. Attends legislative hearings, and reports findings, decisions, and discussions to the Commission. May testify at hearings as a resource person. [1] [2]
9. Formulates and develops contracts for services, reviews budget requests and program plans from various community committees, and makes recommendations to the Commission for action. [1] [2]
10. Serves as a liaison between the Commission and community planning committees. [1] [2]

B. Independently coordinates the scheduling of activities and events: 30%

1. For the annual King Kamehameha Celebration parade, handles logistical requirements including: obtaining required permits; planning parade route; securing float building facility; arranging for traffic control, transportation of equipment, and preparation of reviewing stand; and issuing celebration invitations. [1] [2]
2. Works with designated planning committee to screen and approve applications from prospective participants. [1] [2]
3. Sets parade lineup, taking into account safety concerns and spacing requirements. [1] [2]
4. Arranges for photography and television coverage of event. [1] [2]

5. Meets with parade participants for the purpose of explaining roles, responsibilities, and parade rules. Included in parade rules are the commission's rules on types of materials permitted, sources of materials, and methods of working with materials. [1] [2]
6. Prepares parade script including historical information on the commission, descriptions of each parade unit, biographies of pa'u riders and princesses, and descriptions of leis. [1] [2]
7. Negotiates with insurance carriers for liability insurance coverage for volunteers. [1] [2]
8. Supports neighbor island activities and events with logistical aspects as previously defined. [1] [2]

C. Handles all fiscal aspects of the Commission: 15%

1. Prepares the budget for general and special funds. Works directly with the DAGS Administrative Services Office to finalize biennium and supplemental budgets. [1] [2]
2. Approves payments and signs purchase orders. Expenses include trophies, leis, banners, office supplies, police escorts, and cleaning of costumes and rental of horses. [1] [2]
3. Maintains detailed expenditures records. [1] [2]

D. Pursues alternate funding sources for the Commission by drafting grant proposals and soliciting donations (in kind and cash). [1] [2] 15%

E. Drafts and prepares correspondences, contracts, agreements, publicity announcements, press releases, etc., in accordance with established policies. May sign said documents, when it is known that technical or policy content are in accordance with the views of the Commission. [1] [2] 5%

F. Performs other related duties as requested. 5%

Reasons:

- [1] The performance of this function is the reason that the job exists.
- [2] The number of other employees available to perform this function is limited.

- [3] The function is highly specialized, and employee is hired for special expertise or ability to perform this function.

**EVIDENCE USED IN DETERMINING ESSENTIAL FUNCTIONS
CONSIDERED:**

The following evidence was considered in determining the essential functions of the position: the amount of time spent performing the functions; the consequences of not requiring a person in this job to perform a function; the work experience of people who have performed a job in the past and work experience of people who currently perform similar jobs; and the nature of the work operations based on organization structure.

IV. CONTROLS EXERCISED OVER THE WORK

A. Supervisor:

Position No.: N/A Class Title: Chairperson, King Kamehameha
Celebration Commission

B. Nature of Supervisory Control Exercised Over the Work.

1. Instructions Provided. Instructions are limited to specifying priorities and the expected results. The incumbent is required to plan and carry out the necessary work activities independently.
2. Assistance Provided. The incumbent works independently and consults the supervisor only when unforeseen events or circumstances require significant changes.
3. Review of Work. The supervisor reviews only those assignments which the incumbent indicates are exceptional.

C. Nature of Available Guidelines Controlling the Work.

1. Policy and Procedural Guides Available. Commission rules, regulations, policies and procedures, State budget guidelines and procedures, etc.
2. Use of Guidelines. The incumbent works within the available guidelines, and consults the supervisor only when unusual or precedent-setting situations arise.

V. REQUIRED LICENSES, CERTIFICATES, ETC.

Valid State of Hawaii Driver's License.

VI. RECOMMENDED QUALIFICATIONS

- A. Knowledge: Arts, history, language and culture of Hawaii; report writing; methods of promoting interest in activities through public relations and informational media; office practices and procedures; and budget preparation and financial record keeping.
- B. Skills/Abilities: Work independently with minimal supervision; secure the cooperation of and maintain effective working relationships with various Hawaiian groups and organizations; pronounce Hawaiian names, words and terms fluently; and prepare clear reports, correspondence, narratives, etc.
- C. Education: Graduation from an accredited college or university with a baccalaureate degree.
- D. Experience: One and one-half years of experience which demonstrates a good working knowledge of the production, management and planning of ethnocultural, arts or humanities activities for the public, of which one year must have involved planning, coordinating, and implementing Hawaiian cultural activities such as historical pageants, memorial services, cultural exchanges, or multi-ethnic programs.

VII. TOOLS, EQUIPMENT AND MACHINES

Personal computer, typewriter, printer, photocopier, calculator, fax machine.